

~~SECRET~~
(When Filled In)

(b) (2)
(b) (3)
(b) (6)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

6 May 1971

1. SERIAL NUMBER		2. NAME (Last-First-Middle)																
		COLLINS, Charles P.																
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT														
* RESIGNATION		MONTH DAY YEAR 05 28 71		REGULAR														
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)														
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION																
DEPUTY DIRECTOR (SCIENCE & TECHNOLOGY) OFFICE OF COMPUTER SERVICES		WASHINGTON, D. C.																
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION														
IO GENERAL																		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE												
GS				16 8		\$ 34,695												
18. REMARKS																		
* This resignation is submitted pursuant to a request from the Executive Director-Comptroller.																		
APPROVED FOR RELEASE DATE: DEC 2007																		
Subject's LWD: 28 May 1971																		
CONCUR: [] OF [] 5/13/71																		
1. []		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED												
Personnel Officer, OCS				John D. Iams Director, Computer Services		7 MAY 1971												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																		
19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING		22. STATION CODE		23. CODE		24. HDQTRS. CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI		
				NUMERIC ALPHABETIC								MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		
												1 12 28 16						
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX						
MO. DA. YR.				1-CSC 2-ORGN 3-FICA 5-NONE		CODE		TYPE MO. DA. YR.		EOD DATA								
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.								
CODE 0-NONE 1-5 PT. 2-10 PT.		MO. DA. YR.		MO. DA. YR.		CAR/RESV PROV/TEMP		CODE CODE 0-WAIVER 1-YES		HEALTH INS. CODE								
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA												
CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				FORM EXECUTED 1-YES 2-NO		CODE NO. TAX EXEMPTIONS		FORM EXECUTED 1-YES 2-NO		CODE NO. TAX EXEMP.		STATE CODE						
45. POSITION CONTROL CERTIFICATION		46. O.P. APPROVAL		DATE APPROVED														
5-24-71						20 May 71												

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EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 28 May 1971 FOR THE FOLLOWING REASON:
(Date)

This resignation is submitted pursuant to a request from the Executive Director-Comptroller.

MY LAST WORKING DAY WILL BE—

28 May 1971

DATE SIGNED

6 May 1971

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

142 Pawkannawkut Drive, Bass River, Cape Cod, Mass. 02664

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a — The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

Regular
Part Time
Temporary
Temporary-Part Time

Summer
Detail Out
Detail In

WAE
Consultant
Military

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

FIRST LINE
Major Component (Director, Deputy Director, etc.)
Office, Major Staff, etc.
Foreign Field or U.S. Field (if pertinent)
Division or Staff (subordinate to first line)
Branch
Section
Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the *gaining Career Service should approve* and the other Career Service should concur in Item 18, Remarks.

ROUTING— The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in which require advance approval of or notification to the Office of Security or the Office of Finance, one copy only will be sent to the Office(s) concerned.

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